

Professional Liability Insurance (PLI) Reimbursement How-to-Guide (For eligible employees)

To apply for reimbursement:

1. The employee must complete the **SF 3881**, ACH Vendor/Miscellaneous Payment Enrollment Form. Once completed the form should be faxed to the Vendorizing Section of the **Financial Service Center (FSC) in Austin, TX** by the employee. The fax number to the Vendorizing Section of the Austin Finance Service Center is 512-460-5221. The Finance office requires employees to establish a vendor identification code for travel or miscellaneous reimbursements.
2. Once the **SF3881** has been submitted to the FSC in Austin, TX, the employee will complete a **SF 1034** (Public Voucher for Purchases and Services Other than Personal).
3. The employee must include a copy of the insurance premium notice, or proof of payment, (such as a copy of the cancelled check or receipt) with the **SF1034**.
4. The employee must submit the completed **SF1034** along with the above information to their supervisor for approval and certification.
5. The complete packet is then forwarded by the supervisor to the **local finance office (agency cashier)** for processing.
6. Reimbursements are processed by the local Finance office through Electronic Funds Transfer (EFT) within 2-3 business days after receipt of the completed and approved Standard Form 1034, Public Voucher for Purchases and Services Other than Personal.



SF3881.pdf



SF1034.pdf